Annual Duties of CO-AIPG President

Continual

1) Handle Section business as needed according to current events. Delegate appropriate tasks to other Board members and committee chairs when those tasks can best be handled by those people given their positions.

2) Interact with Section Lobbyist and Legislative Affairs Committee Chair as needed to stay on top of State legislative matters, even when legislature is not in session.

January-May and September-November

1) Preside at monthly luncheons. Note that the speaker should be introduced by the Vice-President, unless he/she is not present at a given luncheon. In that case, the President makes the introduction. This duty falls to the President-Elect if neither the President or Vice-President are available.

2) Make sure that Vice-President arranges for speakers for each luncheon, preferably at least two months in advance.

3) Preside at monthly Board meetings, including any board meeting held in a West Slope location in late June or early July. Send agendas to Board members at least 4 days in advance of the meeting. Make sure that the minutes from the previous meeting will be available for discussion and acceptance at the next Board meeting. Make sure that Treasurer’s report will be available for discussion at the next Board meeting.

4) Arrange for the meeting space for the monthly Board meeting. The dates for meetings should be decided at least two months in advance and arranged through a sponsor in advance so that the meeting room is held for CO-AIPG use.

January or February

1) Be present at annual Legislative Reception. Includes greeting as many as possible of the legislators and exhibitors who are present at the event.

2) Make sure Geologic Heritage Awards are prepared and ready to present to State legislators at the February or March luncheon, the month being dependent on when the Legislative Reception is held. Note that the award presentations actually will be made by the Chair of the Legislative Affairs Committee rather than the President.

June-July

1) Attend and support Annual Field Trip if possible. Preside at West Slope dinner and Board meeting, if such are held preceding or following the field trip.
July-September

1) Aid the President-Elect, as possible and as requested, in arranging for candidates for the next Section Board election.

November

1) Notify recipients of any service or special awards that the Board has granted to members or others that were not previously presented (such as the Heritage awards in January or February.)

2) Notify winners of the Board election via mail. Remind them to attend the Dec. board meeting so that interchange with the outgoing board can take place.

December

1) Preside at Annual Meeting luncheon. Present appropriate service mementos to other current Board members (mementos can be AIPG items or other appropriate remembrances). Present any service or special awards that the Section Board has granted to members and which have not already been presented.

2) Introduce the President-Elect, who will then introduce the incoming Board members and introduce the speaker for the luncheon.

Annual Duties of CO-AIPG President-Elect

Continual

1) Perform any duties assigned by the President.

2) Preside at any Board or luncheon meeting that the President is unable to attend. This includes the annual Legislative Reception and Annual Field Trip.

February-March & June-July

1) Arrange for the Annual Field Trip and any associated dinner meeting and Board meeting on the West Slope. The arrangements must be well underway by the deadline for the March quarterly newsletter so that notice of the trip/dinner location, costs, and logistics can be announced to the membership. Final arrangements and a reservation form then would appear in the June newsletter, which should be received by members well in advance of the event. (If the newsletter should revert to a monthly publication, then the deadline for making final arrangements for the trip and dinner would be early April for publication in the May newsletter.)
2) Arrangements for the trip should be coordinated with West Slope member volunteers whenever possible to guarantee their involvement in the process. Also, dinner arrangements, if such are desired, should be made in conjunction with one of the West Slope geological groups to aid in attendance at the dinner.

**July-September**

1) The President-Elect is the chair of the Nominations Committee, which arranges candidates for the upcoming Board election. All positions must be elected each year, although a particularly effective current Board member (other than the President or President-Elect) is permitted to run unopposed for an additional term. In particular, the Treasurer and Editor positions should be encouraged to the same person two or three consecutive terms. The automatic members of the nominations committee are the current President and the immediate past president. Additional committee members, from among past presidents or otherwise, can be asked to join the committee by the President-Elect, with the President's approval. Any member who might know about potential candidates or know background on candidates can be consulted by the President-Elect and other committee members without the consulted member formally being on the committee.

2) Ideally, two candidates should be lined up for each officer position and four to six candidates should be available for the three Advisory Board positions. This ideal may not be achievable due to lack of willing candidates or because a position such as Treasurer is being re-filled by the current officer. In that case, as many two-candidate races should be attempted as possible and the Advisory Board should have at least 4 candidates.

3) The search for candidates should begin no later than the end of July because it traditionally is a long process to find an adequate number of candidates for all positions. The process must be completed and a list of candidates presented to the Board for approval in September, preferably at the September Board meeting. This timing allows for any unacceptable candidates to be replaced and for the information and ballot to be included in the September newsletter or sent as a separate mailing by the end of September.

4) Short biographies (see past ballots) must be compiled for the candidates and included on or with the ballot.

5) The ballots should be returned to the President-Elect for counting and determination of winners of the election. The ballot return deadline should be no less than 4 days in advance of the November Board meeting so that the results can be announced at the meeting and included in the December newsletter. (The response rate on ballots usually is less than or equal to 15% of membership, especially in years when there is only one candidate per position.)

**November**

1) Arrange for creation of the traditional service award for the current President, which should be presented to him/her at the Annual Meeting in December. Lead time on creation of awards by the trophy shop typically is 3-4 weeks. We have used Farmer's Trophies & Engraving (300 Josephine; 303-329-3322) for our awards in the past, and
they have the "standard" formats on hand for awards such as the Heritage Awards, so it is recommended that they be used in the future to simplify the creation of new awards.

October and December

1) Arrange for speaker, on a topic of wide interest for technical and non-technical attendees, for the Annual Meeting in December. The speaker and topic can be on a technical and/or popular subject, but should be something that will appeal to both members and any non-technical guests they may bring along.

2) Arrange for luncheon location and menu. The location has been the Wynkoop Brewery most of the past few years, but can be another location as the Board chooses. This must be done two months in advance of the event in order to ensure availability of the meeting space.

3) Introduce the incoming Section Board at the Annual Meeting, prior to the featured speaker. Introduce the speaker subsequently. The President-Elect should encourage incoming Board members to attend the Annual Meeting, both to support the Section and to be present for the introductions.

4) Present traditional service award to the outgoing President for service during the past year.

5) Prepare the agenda for the January Board meeting and distribute to the new Board members for their receipt at least 4 days in advance of the meeting. Make sure that minutes from the December Board meeting will be available for discussion at the January meeting.